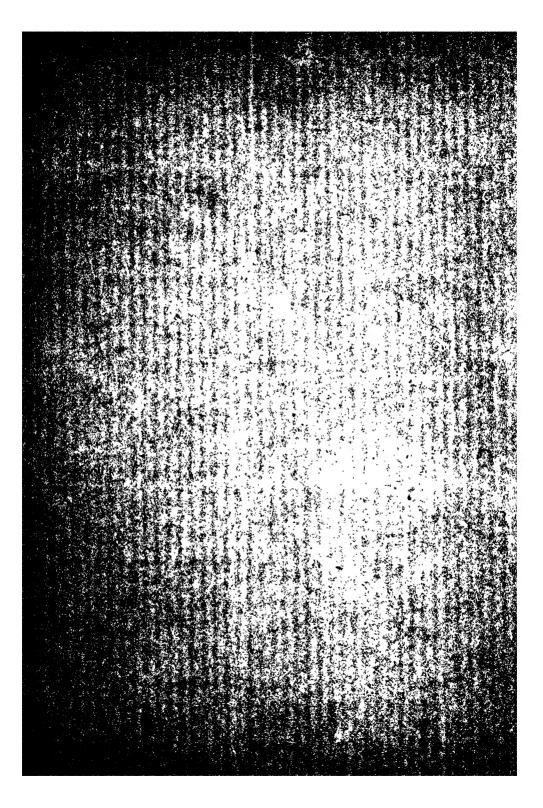


WINNIPEG

GENERAL HOSPITAL BY-LAWS.

OCTOBER, 1895.

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By-Laws of the Corporation of the Winnipeg General Hospital.

WHEREAS by the statute passed in the 46th and 47th year of Her Majesty's reign, Cap. 91, being "The Winnipeg General Hospital Act," it is among other things enacted that the Board of Directors shall, and may from time to time, make such laws and rules for the internal management and regulation of the said Hospital, as shall to them seem meet and expedient, not contrary to law or provisions of such Act.

AND WHEREAS it is desirable to provide more effectively for the internal management and regulation of the Hospital, and for other purposes hereinafter contained: Therefore the Board of Directors, under and by virtue of such statute, and under and by virtue of their general powers in law, make the following by-laws:—

BY-LAWS.

1. All by-laws and rules relating to persons and matters herein mentioned and provided for, heretofore passed by the Board of Directors, shall, after the making of these by-laws and rules, be and are hereby repealed, but this shall not affect anything done or appointments made under said by-laws.

MEMBERS OF THE CORPORATION.

2. All persons who are now Life Governors of the Hospital, and all persons who shall become qualified therefor under sections 10 and 11 of the said Act shall be entitled to vote at the annual meetings for the election of directors and at all general meetings of subscribers,

3. The election to fill the vacancies caused by the retirement of the five Directors each year, as prescribed by the Statute 53 Victoria, Chapter 61, 1890, shall be by ballot at the annual meeting of the members of the Corporation. The five members receiving the highest number of votes shall be elected for the ensuing three years. If any member votes for any more than five candidates, only the first five names shall be counted.

DIRECTORS.

- 4. Every meeting shall be presided over by the President or Vice-President, or in their absence, by one of the Directors present to be appointed for the occasion.
- 5. The Directors shall hold a meeting at least once in every month.
- 6. These meetings shall be called by printed or written notices, specifying the day, hour and place of the proposed meeting, which shall be delivered or posted to each Director.
- 7. The President, Vice-President, or Honorary Secretary-Treasurer may at any time, and shall on the written requisition of three Directors, call a special meeting of the Board for the transaction of business.
- 8. They shall in fortnightly rotation of two Directors, visit the Hospital, and shall enter their names in a book at the Hospital to be kept for that purpose, with such observations relative to any matters of internal management of the Hospital or to any matter relating to the officers, servants or patients, or to any other matter of detail as they may think necessary, and they shall have authority to order such things as may be required, entering the same in the said book, which shall be presented at each regular meeting of the Directors.
- 9. They shall cause to be deposited all moneys received on account of the Hospital, in one of the chartered banks of the Dominion, to the credit of the Winnipeg General Hospital.
- 10. They shall not allow any money to be taken from such account but by a cheque signed by the President or Vice-President and countersigned by the Honorary Secretary-Treasurer, and no such cheque shall be signed but by the authority of the Board of Directors.

- 11. They shall invest in good and sufficient securities all moneys which may at any time come into their hands for the use and support of the Hospital, which may not be required for immediate expenditure.
- 12. They shall appoint such officers and servants and pay such salaries and wages as they may think right, defining the duties of said staff, directing all arrangements for the faithful and economical working of the Hospital, and generally order and carry into effect such regulations from time to time as they may consider necessary or desirable.
- 13. They shall decide as to the number of free patients to be admitted into the Hospital and the terms upon which paying patients shall be received and treated.
- 14. They shall not allow to be admitted into the Hospital any insane or lunatic persons.
- 15. The President shall sign on behalf of the Corporation all deeds, contracts and instruments which the Directors may authorize to be executed, or which the Corporation may be bound to execute.

HONORARY SECRETARY-TREASURER.

- 16. The Honorary Secretary-Treasurer shall receive all moneys belonging to the Hospital and deposit the same in a chartered Bank of the Dominion in the name of the Winnipeg General Hospital, and all payments shall be made by cheque signed by the President or Vice-President of the Board of Directors and countersigned by the Secretary-Treasurer.
- 17. He shall keep regular and strict accounts of all financial matters relating to the Hospital, submit a statement thereof monthly to the Board of Directors and make up the annual statement of the financial affairs of the Hospital to be laid before the Directors prior to the issue of the annual report.
- 18. He shall keep in some safe place to be provided for the purpose, all the books and documents, the property of the Hospital.
- 19. He shall keep such books and accounts as the Board of Directors may from time to time direct.

- 20. He shall attend all meeting of the Directors and Committees of the Board and keep regular records of their proceedings.
- 21. Through him all communications of whatsoever nature shall be made to the Directors and by him from the Directors to the public, or any department of the Hospital unless otherwise ordered.
- 22. At least one day previous to each meeting it shall be his duty to send notice of the time and place of meeting to each Director.

PATIENTS AND VISITORS.

- 23. The object of admitting patients into the Hospital being their relief from bodily ailment, the first consideration must be to treat them medically, and to avoid therefore all needless excitement as detrimental to their cure.
- 24. Every patient admitted shall be requested to state his or her name, age, religion, birthplace, residence and disease. It shall be the duty of the Medical Superintendent to obtain these particulars and have them properly entered upon the usual eard, and have it affixed at the head of the bed in which the patient is placed, this record to be treated as conclusive unless and until the patient voluntarily requests the Medical Superintendent to make any changes in the card; such request to be made in the presence of at least one other resident official of the Hospital as witness thereto, the record of the religion on the card to be an invitation to clergymen of the same denomination as the patient to attend to him or her, and the officers of the Hospital are forbidden to permit any interference with the conditions recorded on the card for the time being.
- 25. A daily list of the patients in the Public Wards of the Hospital containing the records in clause "24" shall be exhibited in the hall for the information of clergymen of different denominations visiting the Hospital.
- 26. Visitors are to be admitted to see patients under such regulations as now exist, and whilst there are to attend to the directions of the Medical Superintendent who will be held responsible that no conduct is permitted on the part of the visitors detrimental to the patients, or to interfere with their proper medical treatment and care.

MEDICAL STAFF.

- 27. The Board of Directors may appoint from time to time such number of consulting physicians for all departments of the Hospital as they may consider expedient.
- 28. The Board of Directors may appoint from time to time not exceeding twelve attending physicians, and assign to them such duties in attending patients in the several departments of the Hospital as to the Board shall seem fitting.
- 29. The Board of Directors may appoint from time to time when in their judgment there are a sufficient number of out-door patients, two physicians to prescribe for such out-door patients.
- 30. The Medical Staff shall form an advisory committee for the purpose of consultation, and shall make reports to the Board of Directors on the medical affairs of the Hospital when they deem it expedient to do so (at least once a quarter) and shall report on any matters referred to them by the Board of Directors.
- 31. Appointments to the Attending Medical Staff shall be in no case for more than one year and shall be made at the first regular meeting after the first day in March of each year.
- 32. The Board of Directors may at any time, if they deem it to be in the interest of the Hospital to do so, by resolution, remove any member of the Medical Staff.
- 33. In the event of a vacancy occurring in the staff of attending physicians the Board at its next meeting thereafter shall elect by ballot a physician to fill such vacancy until the next annual election.
- 34. The members of the present Attending Medical Staff shall all cease to hold office on the day on which the first regular meeting of the Board shall be held in March, 1896, but shall be eligible for election for the following year.
- 35. Patients are to be admitted by the Medical Superintendent in the order of application when there is room in the wards applicable to their cases. The attending physician may recommend the admission of patients subject to their being room for their proper treatment. Patients are to be discharged on the authority of the attending physician.

- 36. The Medical Staff shall from time to time make out a dietary for the patients in the various wards to be approved of by the Board of Directors.
- 37. A case book shall be kept in which the attending physician shall keep a record of all cases attended to by him in his regular daily visits to the Hospital, giving therein such particulars as may be useful as a record of the case of each patient.
- 38. Except in cases of emergency when delay might be dangerous, notice is to be given to the Medical Staff of all proposed important surgical operations so that a consultation may be held if necessary. The responsibility of calling for such consultation to rest upon the attending physicians for the month, and the notices when so ordered to be sent out by the Medical Superintendent.
- 39. No insane or lunatic person shall be admitted into the Hospital unless suffering from delirium-tremens or other ordinary curable disease, nor shall any incurable patient be admitted unless with the special sanction of the Directors, and they shall have every patient who proves to be incurable removed from the Hospital, unless such patient is specially allowed by the Directors to remain, and they shall report when called upon by the Directors whether the patients are in their opinion curable or not.
- 40. The attending Physician and Medical Superintendent shall have the power of examining post mortem the bodies of deceased patients, providing the relations of such patients do not object to such being done, and fix the time for holding the same. Notice of such post mortems to be sent to the Medical Staff. All specimens to be placed in the Hospital Museum.
- 41. Patients will be admitted into the private wards at the regulation rates and may be attended there by any duly qualified medical practitioner, the patients paying the fees of such medical man.
- 42. The Medical Staff are to make quarterly reports to the Board of Directors on the work done during the past quarter, with any suggestions they may desire to make for the benefit of the Hospital.

MEDICAL SUPERINTENDENT.

- 43. The Board of Directors shall if they think fit appoint a resident Medical Superintendent and award him such salary as they may decide upon.
- 44. He shall reside in the Hospital and have charge of all the patients and be responsible for the carrying out of orders in reference to the treatment of patients. He shall give his whole time to the work of the Hospital and shall exercise a general supervision over the Training School for Nurses, and shall contribute to the efficiency of the School by all means in his power.
- 45. He shall be the chief resident officer of the Hospital and shall have full general charge of the staff, see that the patients are properly nursed and attended to and that the Wards are kept in a clean and satisfactory condition.
- 46. He will admit all patients into the Hospital subject to the Regulations laid down by the Board of Directors and discharge patients as directed by the attending physicians. He shall give the necessary medical attendance to all patients between the time of their admission and the time when they are visited by a member of the attending staff, and at all times in the absence of the attending physician shall act in all cases of emergency as he shall deem necessary in the interest of the patient.
- 47. He shall report fully through the Honorary Secretary-Treasurer to the Board of Directors on all matters under his charge, and shall keep such books as the Directors may from time to time order to be kept.
- 48. He shall be responsible for the proper care of the instruments and other property belonging to the Hospital.
- 49. He shall be responsible for the conduct of the patients and shall have power to discharge any patient who persists in disregarding his orders or who by his other actions or proceedings becomes an annoyance to the patients generally; in any such case he shall at once report his action to the Honorary Secretary-Treasurer in writing.
- 50. He shall see to the carrying out of By-Law 38 in regard to consultations in important surgical operations, and issue the notices when so directed by the attending Physician.

- 51. He shall daily enter in a book kept for the purpose the number of patients admitted and discharged during every twenty-four hours.
 - 52. He will make the necessary arrangements for post mortem examinations, providing the relations do not object.
 - 53. He shall see that the strictest economy is practised throughout the Hospital.
 - 54. He shall daily visit all patients and different parts of the Hospital.
 - 55. He shall attend all cases of sickness occurring among the nurses and the house staff.
 - 56. He shall be present at operations and see that the necessary preparations are made for the same.
 - 57. He will see that a card is kept in the staff room with a list of patients under the care of each individual member of the staff, and shall have the names of new patients with number of ward added to the list as soon after admission as possible. These cards are for the reference of the attending physicians in their visits through the wards.
 - 58. The resident assistants whom the Board may from time to time appoint will be under his direction.
 - 59. He will arrange the hours, etc., when clinical clerks and dressers will be at liberty to visit the wards.
 - 60. He shall daily countersign all stimulant cards and rolls.
 - 61. He shall for the present have charge of the outpatients department, and shall keep such particulars of outpatients as shall be ordered by the Board of Directors from time to time.
 - 62. He shall keep separate those patients suffering from contagious diseases, and shall change patients from one ward to another if it be in the general interests of the Hospital.
 - 63. At the request of the attending physician he shall call a consultation of the Medical Staff; the time for such consultations, except in emergency cases, shall be 1 pm.
 - 64. He will see that the regulations in reference to the Medical Staff as laid down by the Board are carried out.

- 65. He shall have general charge of the grounds and buildings attached to the Hospital and shall be responsible for their cleanliness and order.
- 66. He shall register all medical students who desire to take out an Hospital ticket or attend the practice of the Maternity Hospital, and shall make such regulations for their conduct in the Hospital as shall be for the general, welfare, and shall have power to suspend them for breach of the Hospital regulations.

LADY SUPERINTENDENT.

- 67. The Board of Directors shall if they think fit appoint a Lady Superintendent and award her such salary as they may decide upon.
- 68. The Lady Superintendent shall reside in the Hospital, and, subject to general supervision of the Medical Superintendent shall have immediate charge of the Training School for Nurses and the nurses therein. She shall be responsible that the patients in the several departments of the Hospital are carefully and skilfully nursed, and shall carry out all directions that may be given by the Medical Superintendent in regard to the nursing of patients and nursing arrangements generally, and shall see that the Hospital and all its household property and furnishings are kept in a thoroughly satisfactory condition.
- 69. The Lady Superintendent shall have full authority over the kitchen and the laundry and all employed therein, as well as over all female servants.
- 70. The Lady Superintendent shall be responsible that the supplies ordered by the Directors are carefully and economically used and that no waste or extravagance is permitted. She shall also requisition for all house supplies.
- 71. The Lady Superintendent will see that the meals in the Hospital are properly cooked and served, and that proper regulations are carried out in regard to the meals for the staff.
- 72. The Lady Superintendent will be responsible for the proper conduct of all the female staff whilst in the Hospital.

- 73. The Lady Superintendent shall take charge of all the moveable property in the Hospital, excepting surgical instruments and appliances, and shall keep an inventory thereof.
- 74. The Lady Superintendent shall report to the Board of Directors once a month, or oftener if required.

SUSPENSION.

75. The Medical Superintendent as regards the male servants, and the Lady Superintendent as regards the female servants, shall have power to suspend or dismiss any employee, for cause.

CLERK TO THE DIRECTORS.

76. The Directors shall have power to appoint a Clerk who shall keep the books of the Hospital, issue orders for supplies when authorized, see to their proper delivery as regards quantity and quality, and perform such other duties as may from time to time be required. He shall be under the general direction of the Honorary Secretary and Treasurer. He shall be in the Board room daily from 9.30 to 10.30 a.m., and from 2 to 3 p.m., for the transaction of Hospital business. He shall daily give the Medical Superintendent a written statement of all payments made by patients during the preceding 24 hours, and shall devote his whole time to the service of the Hospital.

MEDICAL STUDENTS.

- 77. No Medical Student who has not previously taken a ticket for attendance in the Hospital, shall on any pretence whatever, be allowed to witness any operation or dissection, or to attend the clinical lectures.
- 78. The fees for Student's Tickets in the general wards shall be as follows:—

For one Session \$10; and a payment of a further sum of \$10 before the commencement of the next Session will entitle the Student to a perpetual ticket.

- 79. Students will be admitted under regulations to be laid down by the Directors to the Maternity Hospital on payment of \$6 for each Session.
- 80. Students following the attending physicians or Medical Superintendent during the visits, shall behave with decency and propriety, keeping their hats off at all times, and they must avoid doing anything that may tend to disturb any official or patient.
- 81. Every student shall keep his hat off while he is in the operating theatre; both that he may not obstruct the view of others and as a mark of respect. All noises and changes of seats must be avoided as unpleasant to the operator and hurtful to the patient.
- 82. Students when visiting the wards shall on no account offer any advice or express any opinions, unless when requested so to do by the attending physician.
- 83. Students going from dissections must thoroughly clean their hands in the lavatory provided for the purpose before entering the ward.
- 84. Students desiring clinical clerkships may hand in their names to the Medical Superintendent.
- 85. No students shall visit the wards at any time except the visiting hour unless by permission of the Medical Superintendent.
- 86. Any student infringing any of the above regulations shall forfeit the benefit of his ticket and the privilege of attending the practice of the Hospital.

RESIDENT MEDICAL ASSISTANTS.

- 87 The Board of Directors shall, if they see fit, appoint yearly, one or more medical assistants, who shall be styled Resident Medical Assistants.
- 88. They shall act under the direction of the Medical Superintendent.
- 89. No person shall be eligible as Resident Medical Assistant unless he be a graduate or licentiate of some university or col-

lege in the British Dominions, and further, unless he submit to the Board of Directors satisfactory testimonials of his moral character and professional qualification.

- 90. They shall, when required by the Board of Directors, reside constantly in the Hospital, and in no case shall any Medical Assistant be absent from the Hospital without the permission of the Medical Superintendent.
- 91. They shall accompany the attending physicians and surgeons in their daily visits, make the necessary record of the condition, treatment and diet of the patients, and carry out their directions.
- 92. It shall be their duty to see that a proper history of every patient is written out in accordance with the instructions of the attending physicians and surgeons, as well as the symptoms, treatment and results of treatment of all patients admitted to their respective wards; and also the details of the morbid appearances revealed by post mortem examinations.
- 93. They shall begin their regular morning visit to the wards of the Hospital in sufficient time to be able to report to the attending physicians and surgeons with whom they are serving, the condition of each one of the patients under their care; a regular evening visit shall also be made between the hours of 7 and 10 p.m.. and at such other hours and times as the attending physician and Medical Superintendent may require.
- 94. They shall report any misconduct on the part of any patient, student or visitors, or any dereliction of duty of the nurses, to the Medical Superintendent.
- 95. The resident medical officers must at once notify the Medical Superintendent if any patient is in a serious condition, or when there is any doubt in regard to the condition or symptoms of any patient, in order that he may send for the physician or surgeon in charge, or give such orders for the care of the patient as may be necessary for the time being, or that the friends of the patient may be notified.
- 96. All patients admitted to the Hospital shall be, until they can be seen by the physician or surgeon in attendance, under the charge of the Medical Superintendent; and under his directions the resident medical assistants shall attend to them on their admission and give the necessary directions for their comfort.

- 97. No report or other communication in regard to cases in the Hospital shall be published by any resident medical officer, except by permission and with the approval and in the name of the physician or surgeon in whose service the case has been treated.
- 98. They shall, when requested by the attending physicians or surgeons, render assistance in making autopsies and other pathological examinations.
- 99. The resident medical assistants shall also perform all other duties which may be required of them in connection with the medical administration of the Hospital.
- 100. The resident medical assistants shall not be at liberty to take outside practice but must devote their time wholly to the interests of the institution.
- 101. The Board of Directors may at any time, for cause, suspend or remove any resident medical assistant.

PRIVATE WARD PATIENTS.

- 102. Patients occupying private wards in the Hospital may be attended in such wards by any physician they may engage, who is duly qualified to practise in Manitoba under the provisions of "The Medical Act." Patients will not be received in these wards unless they are to be attended by their own physicians and for whose fees they will be responsible.
- 103. The charge of the Hospital for a private ward will be at the rate of \$2 per day. This charge will include board, medicines, dressings and ordinary nursing attendance. But any wines or liquors that may be prescribed and any special attendance that shall be deemed necessary by the physician attending a patient, or by the Medical Superintendent, shall be paid for by the patient in addition to the above charge of \$2 a day.
- 104. Patients occupying private wards must either pay therefor in advance or furnish the Medical Superintendent with a satisfactory written guarantee from some responsible person that their accounts will be paid to the Hospital when demanded.

- 105. Patients will be held responsible and charged for all damage they may cause to furniture or other Hospital property.
- 106. A printed copy of this By-Law shall be placed in each private ward.

TRAINING SCHOOL.

107. The Training School for Nurses heretofore carried on in connection with the Hospital, shall be henceforth continued and carried on under the Rules and Regulations that shall from time to time be made by the Board of Directors.

Done and executed at a duly called and assembled meeting of the Board, the 21st day of October, 1895.

W. HESPELER,

President.

ALFRED J. ANDREWS,

Secretary, pro tem.

